



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
U.S. ARMY RECRUITING BATTALION ALBANY  
21 AVIATION ROAD  
ALBANY, NEW YORK 12205-1131

RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Memorandum #21: Safety

1. Safety is everyone's responsibility. A commitment to safety is essential to fostering a command climate where all members can contribute fully towards the quality of life and the accomplishment of the mission. I will lead the effort personally and will look for the same from all personnel. Accordingly, I expect every soldier, civilian employee, and family member in this command to ensure that their personal safety and health and that of those working around them are integral parts of their efforts to accomplish our mission.
2. Commanders and supervisors must demonstrate clear and positive leadership in observing and enforcing safety standards, implementing risk management, and improving safety and occupational health in areas under their control. Commanders and supervisors will be held accountable for ensuring that their people know the hazards of the workplace and receive appropriate training to work in a safe manner, to include risk management training.
3. The safety goals of the Albany Recruiting Battalion are to:
  - a. Minimize accidental manpower and monetary losses, thus providing more efficient use of resources and advancing the mission effectiveness of the Albany Recruiting Battalion.
  - b. Provide a safe and healthful environment at all times for all Army and Department of the Army civilian personnel.
4. Safety Training: Company Commanders are required to conduct three hours of safety classes annually. A list of attendees will be forwarded to the Battalion S1 and S4, within five working days of each training session, so that annotations can be made to individual DA Form 348's (Individual Driving Records.)
5. Office Safety
  - a. Fire extinguishers will be located at prominently displayed locations in all offices next to all ADP equipment. The Unit Fire Inspector will inspect all fire extinguishers monthly to

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ensure against tampering.

b. All offices will display, in prominent places, the floor plans of the facility, showing personnel evacuation routes and all exits and locations of fire extinguishers..

c. Paint thinner, flammable mixtures, and oily rags will not be stored in headquarters or recruiting stations.

d. Care will be exercised to ensure that faulty electrical appliances or wiring are repaired immediately. All appliances and office machines will be turned off when not in use.

e. Work places will be properly maintained and aisles kept unobstructed. All personnel should be constantly alert to unsafe conditions that could lead to fire or injury.

#### 6. Vehicle Safety

a. Safety Devices in Vehicles: Use seat belts and headlights at all times while operating military and General Services Administration leased vehicles. Drivers will ensure that all passengers use seat belts when vehicles are in motion.

b. Vehicle Safety Inspection: The assigned driver will make a daily inspection of the vehicle. First Sergeants and Station Commanders will perform periodic safety inspections. POV inspections will be conducted one week prior to all 3 or 4 day weekends. All deficiencies must be corrected prior to the start of the weekend. The Battalion Vehicle Manager will make annual inspections and report the results to the Safety Officer and Battalion Commander.

c. The following forms are required in the vehicles:

- (1) Standard Form 91, Operator's Report of Motor Vehicle Accident
- (2) Standard Form 91-A, Investigation Report of Motor Vehicle Accident
- (3) Standard Form 94, Witness Statement
- (4) Optional Form 26, Data Bearing Upon Scope of Employment of Motor

Vehicle Operator

d. The following forms will be maintained at battalion:

- (1) DA Form 285, United States Army Accident Investigation Report
- (2) USAREC Form 672, Telephonic Incident Notification

e. Fire extinguishers will be placed in all vehicles. Extinguishers will be inspected monthly to ensure against tampering. It is the responsibility of the station commander to ensure that such inspections are conducted.


f. Smoking is not permitted in recruiting stations or government owned vehicles (GOV)

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g. Operators will not eat while operating a GOV.

h. Operators will operated cellular phones only with the use of hands-free devices.  
Operators in New York State are subject to fines for using a cellular phone while operating a vehicle.

  
SANDRA E. LINFF  
LTC, MI  
Commanding